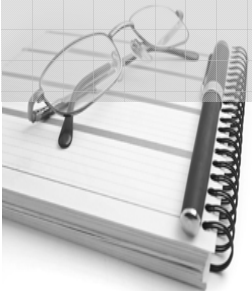Chapter 6

Entering and Saving Data

Course Map

Introducing AASIS

Logging On and Off AASIS

Understanding the AASIS Window

Navigating Through AASIS

User Personalization of AASIS

Entering and Saving Data

Working with Multiple Sessions

Employee Self Service (ESS)

Using Fields

A **Field** is a single unit of information, such as an employee's name or personnel number.

Most screens in AASIS contain Fields in which you enter data.

Using Fields

Field characteristics:

Posting Date   03/05/2009

Field Length

Fields vary in length. The length of a field determines how many characters you can enter in the field.

Benefit area   State of Arkansas-US

"Display only" field

Some fields are "Display Only" and will not allow you to enter or change data. These fields are displayed in gray.

Using Fields

Required Fields ➡️ ☑

A Required Field icon represents a required input field that must contain data in order to process. You must enter data in required fields or AASIS will produce an error message.
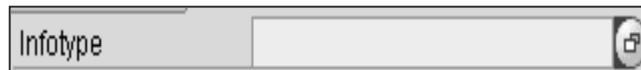
Suggested Entries ➡️

The Suggested Entry icon appears when an input field contains a list of suggested entries. These entries may appear in a drop-down list or in a match code which is AASIS's search strategy associated with the field.

Using Input Fields

Input fields may enable you to display a list of possible entries.

Infotype	
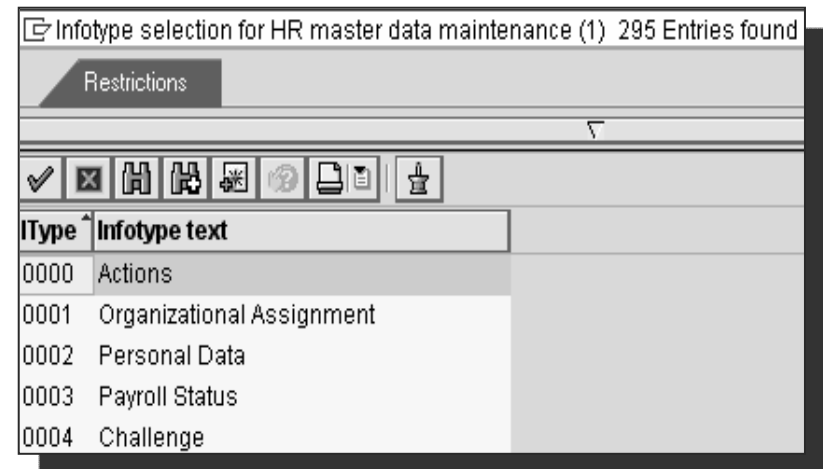
To determine if such a list is available for an input field, place the cursor in the input field. If the suggested entry icon appears to the right of the field, select the icon to display possible entries, or Press F4 and a list of possible field values will be displayed.

Infotype	

In the example to the right, a drop down of available values appears.

To insert data from this list into the input field, double-click on the data that you want to insert or highlight the selection and select the 'Copy' icon.

Infotype selection for HR master data maintenance (1) 295 Entries found

Restrictions

IType	Infotype text
0000	Actions
0001	Organizational Assignment
0002	Personal Data
0003	Payroll Status
0004	Challenge

Using Tab Headers

Tabs

To access additional tabs

| Personal Data | Addtl. Employee Data | Employment Issues | Career Manage... | ◄ ► ▤ |

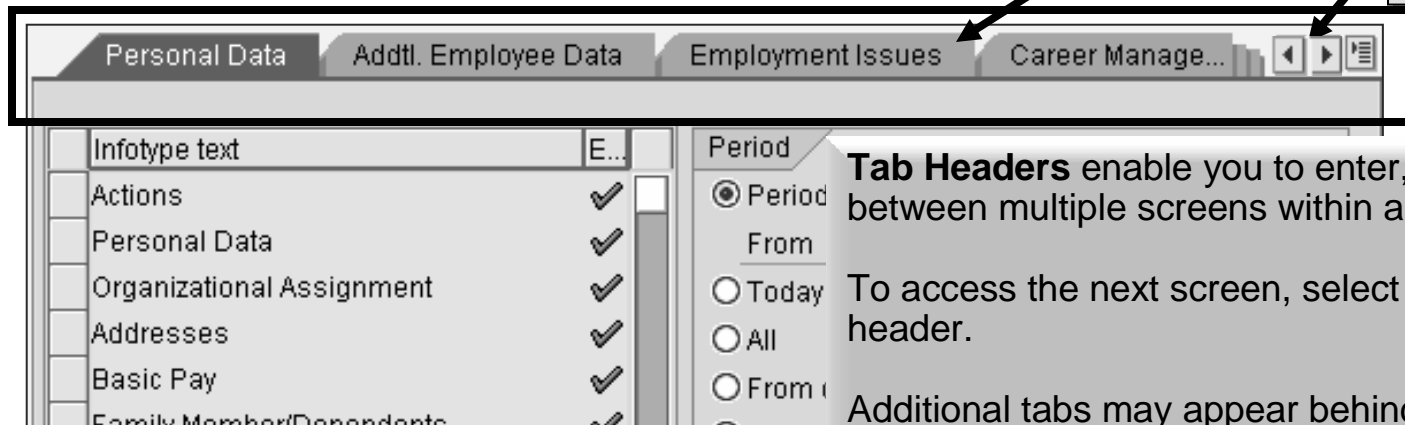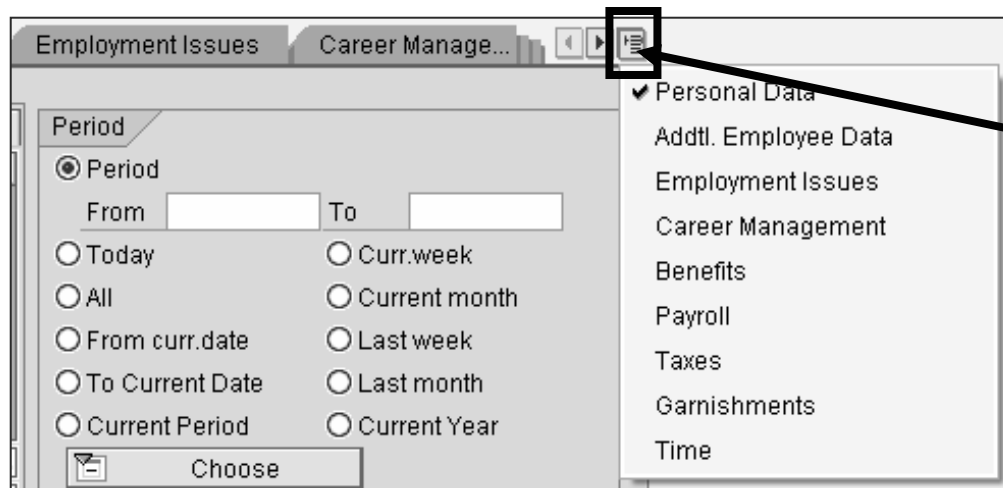| Infotype text	E...		Period
Actions	✓		⊙ Period
Personal Data	✓		From
Organizational Assignment	✓		○ Today
Addresses	✓		○ All
Basic Pay	✓		○ From
Family Member/Dependents	✓		

Tab Headers enable you to enter, display, and alternate between multiple screens within a single window.

To access the next screen, select the corresponding tab header.

Additional tabs may appear behind the viewable tabs. To access, select the right or left arrow icons to view. ◄ ►

| Employment Issues | Career Manage... | ◄ ► ▤ |

Period

⊙ Period

From [ ] To [ ]

○ Today	○ Curr.week
○ All	○ Current month
○ From curr.date	○ Last week
○ To Current Date	○ Last month
○ Current Period	○ Current Year
Choose	

✔ Personal Data
Addtl. Employee Data
Employment Issues
Career Management
Benefits
Payroll
Taxes
Garnishments
Time

To view a listing of all tabs, select the drop-down icon. ▤

Using Typing Modes

Typing modes are located at the bottom right hand corner of your AASIS status bar. Selecting **OVR** (overwrite) or **INS** (insert) allows you to switch between the overwrite and insert mode. You can also toggle the two by selecting the Insert key on your keyboard.

OVERWRITE

ETR (1) (515)   sapetr   OVR

In **Overwrite** mode, you can type over data to the right of the cursor.
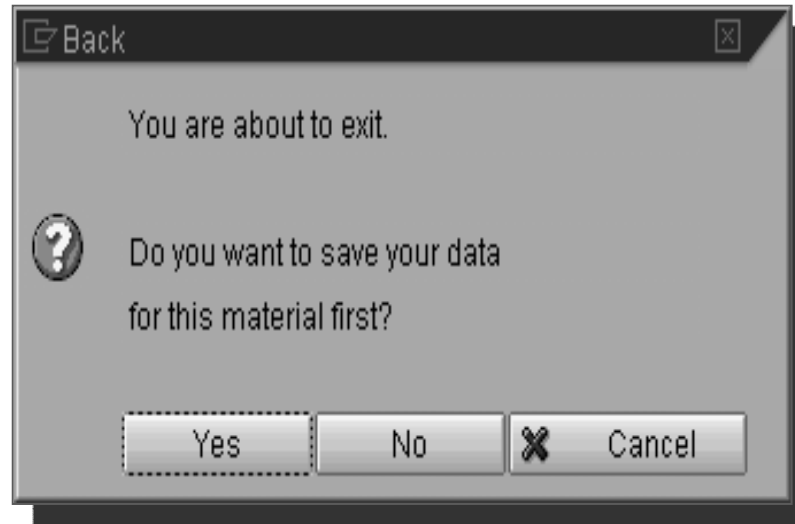
INSERT

ETR (1) (515)   sapetr   INS

In **Insert** mode, you can insert data between existing data. Any data to the right of the cursor is moved to the right as you type.

Save Data

Press the
SAVE ICON
to Save

> **Back** ☒
>
> ? You are about to exit.
>
> Do you want to save your data
> for this material first?
>
> [Yes]   [No]   [✖ Cancel]

When a transaction consists of several screens, the system temporarily stores the entered data. You must then save this data permanently into the AASIS database. If you try to end a transaction where data must be saved, a pop-up box appears to confirm the saving of data before ending the process.
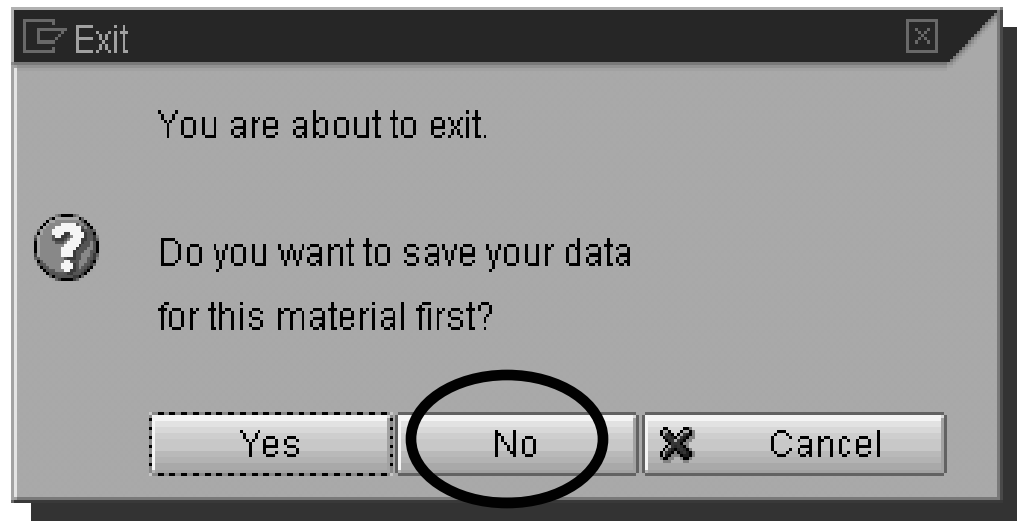
Select 'Yes' to save the data.

Note: You can also save data by pressing: **Control + S**

End Transaction Without Saving

EXIT ICON
or
Shift + F3

Exit

You are about to exit.

Do you want to save your data
for this material first?

[Yes]   [No]   ✖ Cancel

Exits the current function without saving.

To End the current transaction without saving, select the 'Exit' icon OR Press Shift+ F3. A pop-up window prompts you to save your data.

Select 'No' to exit without saving and return to the initial screen or main menu screen.

End Transaction Without Saving
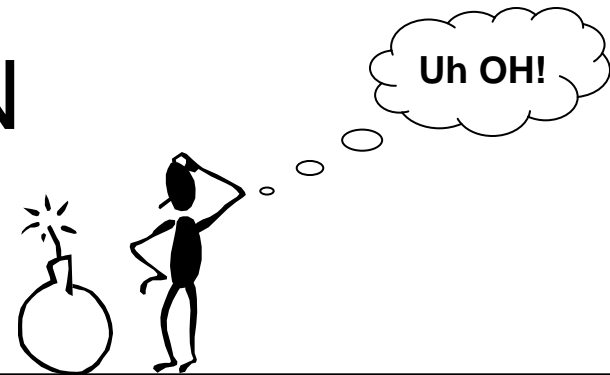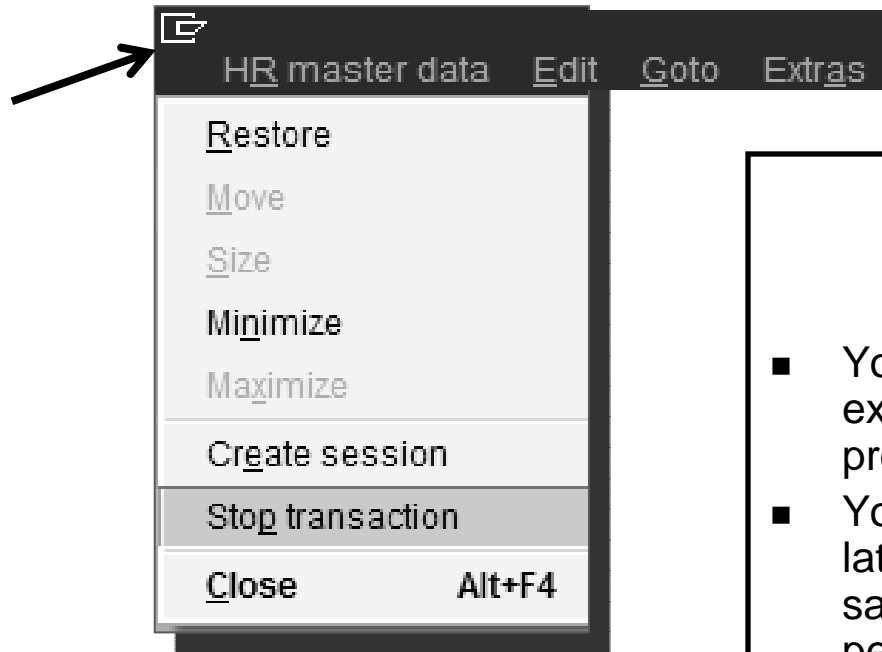
CANCEL ICON
or
F12

The **Cancel** option lets you leave a task without saving the data you have entered.

To Exit the current task without saving and return to the application, click the Cancel icon OR Press F12.

STOP TRANSACTION

Uh OH!

HR master data   **Edit**   **Goto**   **Extras**

Restore

Move

Size

Minimize

Maximize

Create session

Stop transaction

Close   Alt+F4

THIS MAY HAPPEN TO YOU!!!

- You start a transaction and find that you have executed a list or a report that has a long processing time.

- You want to end the processing before it's too late or before you get a call from AASIS saying that your transaction is slowing system performance.

Stop Transaction allows you to stop an execution.

For example, a transaction takes a long time to execute (ex: you may have forgotten to enter selection criteria). You can choose the System control [icon] icon located in the top left corner of the control of the AASIS window and select 'Stop transaction' from the menu.

A WORD OF CAUTION ABOUT MESSAGES IN AASIS !!!
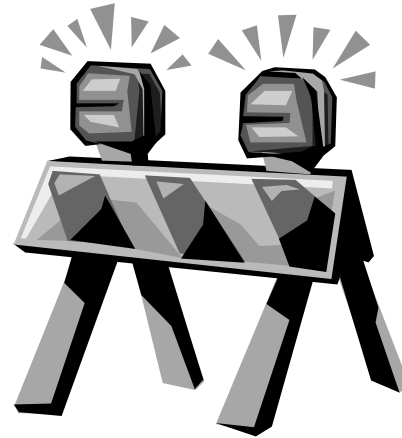
Messages can be displayed in a variety of ways and can have different characteristics. Regardless of the message, you should <u>NEVER</u> ignore a message received in AASIS.

If you receive a warning message from AASIS and are not sure how to respond, seek guidance from either your supervisor or contact the AASIS Help Desk (501-683-2255).

You will learn more about task specific messages in your relative course curriculum.

Interpreting Messages

MESSAGE ICONS

denotes an error

Enter valid date

denotes other system message

You have no authorization for Trans

denotes a warning

This entry deletes a record

Interpreting Messages are ways AASIS check entries entered into the system. If AASIS finds a problem with an entry, it displays one of 3 types of messages. They are Error, Informational, and Warning messages.

Error messages appear if the entries made are unacceptable. You cannot continue until new entries are made in the particular field.

Informational messages may alert you to potential problems with the entry and allow you to continue to the next screen.

Warning messages alert you to potential problems with the entry, but allow you to continue to the next screen.